

OLD LBC



**GLADSTONES**  
**SOLICITORS**

TO PAY CALL GLADSTONES  
SOLICITORS LIMITED ON  
**0333 0230 049**

Our Reference: .

**LETTER BEFORE CLAIM**

Dear Mr .

**Re : Our Client : Parking Control Management (Uk) Limited**  
**Amount Due:**  
**Vehicle Reg:**

We act on behalf of the Claimant and we have now been instructed to commence legal action against you to recover the amount due above, as you have failed to settle the debts that are owing, or provide a valid reason for non-payment. We understand that our client has written to you to request payment but the amounts are still outstanding.

PCN Number	Date of Charge	Location	Charge Amount

The debts relate to parking charges (detailed above) for which you are liable. Full details of the charges have previously been provided to you within the Parking Charge Notices and/or Notices to Driver/Keeper that have been served upon you. The Claimant will rely on these documents in the forthcoming action against you.

We refer you to the Practice Direction for Pre-Action Conduct under the Civil Procedure Rules and in particular paragraph 13-16 of the same which concerns the Court's powers to impose sanctions for any failure to comply.

We now require you to pay the full amount within 14 days. Alternatively, you should provide an acknowledgement of receipt of this letter and a full written response within 14 days. Your response should provide your full account of the circumstances that have led to the charges being imposed and should include confirmation as to who the driver(s) of the vehicle were at the time of each incident and a current address for service for each driver. Unless a satisfactory response is provided, we are instructed to start proceedings against you without any further notice in order to recover the amounts due and costs associated with the recovery of them. The amount that is claimed may therefore increase in terms of costs and any interest that is recoverable.

If you are unsure about anything contained within this letter, you should seek advice from a solicitor or contact one of the following organisations who may be able to help you; **National Debtline**, Tricorn House, 51-53 Hagley Road, Edgbaston, Birmingham, B16 8TP, 0808 808 4000, [www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk); **Consumer Credit Counselling Service**, 0800 138 1111, [www.cccs.co.uk](http://www.cccs.co.uk); **Citizens Advice**, Check your local Yellow Pages or Thomson local directory for address and telephone, [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk); **Community Legal Advice** (formerly Community Legal Services Direct), 0845 345 4345, [www.clsdirect.org.uk](http://www.clsdirect.org.uk).

Yours Sincerely  
**Gladstones Solicitors**